



04.01.030 State Owned Vehicle Use

Effective Date
September 1, 2017

Version
2017.1

Prepared By
Operations Manager

Approved By
General Manager

Purpose

To formalize the policy and rules for the ethical use of vehicle operated by AMHS and owned by the State of Alaska.

Scope

AMHS Employees

Policy

- I. State statutes requires that state owned vehicles may be used only in the conduct of state business.¹
 - a. Vessel Masters and Terminal and Facility Managers will ensure state owned vehicles assigned to their respective vessel or location are operated in accordance with this policy. Operators will only use ship/facility vehicles for state business.
 - b. Vessel Masters and Terminal and Facility Managers will ensure vehicles are inspected regularly and damage is reported in accordance with section 5.3 of the Occupational Safety & Health Manual, Vol#5 of the SMS.²
 - i. Additionally, conditions of ship's vehicles are reported in accordance with section 3.2 of the Ship Operations Manual, Vol 7 of the SMS.
 - c. Crewmembers assigned to operate the ADA Van or ship's pickups shall be qualified in accordance with Tab-11 Crew Safety Training Manual Vol#4 of the SMS.
- II. As a public entity, AMHS and its personnel must maintain high standards of ethical conduct and be aware that we are constantly in the public eye. Standards of conduct include the fair and equitable use of public/private-owned transportation services (taxi or bus service) when attending or departing work/job assignments. State owned vehicles shall not unfairly compete with these carriers.
 - a. Transportation of oncoming/off-going ships' personnel to airports or other locations in ship's vehicles will not normally occur unless:
 - i. The transportation is for official use only, and is advantageous to the State.
 - ii. Those personnel being transported are subject to transportation cost reimbursement (i.e. traveling on state business).
 - iii. Multiple personnel (at least 3 or more) are being transported.
 - iv. No private taxi or bus service is available.
- III. Operator's Responsibility:
 - a. Only State of Alaska employees may drive state or contractor supplied vehicles. The driver must have on his or her person a valid Alaska driver's license appropriate for the vehicle being operated.
 - b. Employees shall maintain high standards of ethical conduct and must be aware that we are constantly in the public eye.
 - c. Employee operation of state or contractor supplied vehicles will adhere to all traffic rules and regulations enacted by authority of the state and local governments.
 - d. Operators of state or contractor supplied vehicles will adhere to the state's NO SMOKING policy and be responsible for keeping the vehicle and equipment clean and smoke free.
See P&P 04.01.020 for AMHS' smoking policy.

- e. Operators of state or contractor supplied vehicles shall report any damage that happens to these vehicles while in their charge and complete the appropriate damage reports.

Responsibilities

1. AMHS Employees:
 - a. Will ensure all state and contractor supplied vehicles are operated within the guidelines as contained within this policy.

Forms

[Tab 11 ADA Van SOP, Use & Acknowledgement from CSTM Vol#4 of the SMS](#)
[Tabs 8,9,10,11&12 from the OS&HM Vol#5 SMS](#)

Revision History

Supersedes MAC 11-004
Original Version 2017.1, September 1, 2017

References

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- ¹AS 44.68.010-040
SOA, DOT&PF P&P 11.01.001 Authorized Use of State Equipment
² [5.3 Reporting Property Damage, OS&HM Vol#5 SMS](#)